




**Purpose of
This Desk
Reference**

The purpose of this Desk Reference is to:

-  Provide comprehensive information about FEMA's Hazard Mitigation Grant Program (HMGP);
-  Increase awareness of the HMGP as an integral part of statewide hazard mitigation efforts; and
-  Encourage deeper commitments and increased responsibilities on the part of all States and communities to reduce damage and losses from natural disasters.

This Desk Reference is organized to simplify program information and assist the reader with practical guidance for successful participation in the program.

Lists of program-related acronyms and definitions are included, along with appendices that amplify selected aspects of the HMGP.

**Organization
of This
Manual**

This Desk Reference is organized into 14 sections, each of which presents a major HMGP subject area.

In each section, information is presented on the right side of the page. Headings on the left side of the page identify the topics and subtopics covered in the section and serve as visual bookmarks.

In several sections, job aids containing supplemental material are provided. The job aids for each section can be found at the end of the section.

At the front of each section, there is a detailed table of contents to help you locate specific information.

Please contact your Regional Office for assistance in locating the Code of Federal Regulations and OMB circulars referenced throughout the text.

The table that follows describes each section of the document.

**Section 1:
Introduction
to the HMGP**

This section presents the intent and goals of the HMGP, and eligible program applicants.

**Section 2:
Building
State
Capability:
Before the
Disaster**

This section positions the HMGP among the State's ongoing mitigation activities and examines the State Hazard Mitigation Plan and Administrative Plan.

Section 3: After a Disaster Occurs	This section presents the sequence of events that should follow a Presidential declaration of disaster and lead to program participation.
Section 4: Hazard Mitigation Grant Program Availability	This section describes the manner in which potential HMGP funds are identified, requested, and obligated.
Section 5: Identifying and Selecting Grant Projects	This section discusses strategies for identifying potential projects and criteria for selecting projects.
Section 6: The Application Process	This section describes the format, timelines, and review procedures for HMGP applications.
Section 7: Project Eligibility	This section provides examples of eligible and ineligible projects and presents the five minimum criteria for eligibility.
Section 8: Environ- mental Review	This section provides compliance guidance for environmental, historical, and archaeological consideration of proposed projects.
Section 9: Cost- Effectiveness	This section examines the necessity and methodology for benefit-cost analysis.

Section 10: Appeals	This section describes the process through which an applicant may appeal a project decision.
Section 11: Project Implementa- tion Require- ments	This section describes the community's and State's responsibilities and obligations that follow the grant award.
Section 12: Allowable Project Costs	This section examines various project costs and distinguishes those that are allowable from those that are not.
Section 13: Administra- tive/Grants Management	This section reviews administrative and grants management methods.
Section 14: Closeouts and Audits	This section reviews closeout procedures for individual projects and the program.
Section 15: Acronyms	This section defines the most common acronyms used in the discussion of the HMGP.
Section 16: Definitions	This section defines the most common terms used in the discussion of the HMGP.
Using This Desk Reference	<p>Mitigation personnel should use this manual to help them carry out their HMGP-related responsibilities in a consistent and standardized manner.</p> <p>To locate information, first go to the main table of contents to determine which section of the manual to consult. Next, refer to the detailed table of contents within each section to locate more specific information.</p>

